

COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA
BOARD MEETING – PUBLIC PORTION
304 – 1212 WEST BROADWAY, VANCOUVER, BC
Friday, November 14, 2016 AT 1:19 PM
MINUTES

In Attendance:

Cathy Ryan (in the Chair)	Brent Rowland
Nicholas Aubin	Perminder Tung
Kathryn Hodgson	Marilynne Waithman
Lorna Pawluk	

Regrets:

Lynne Harris	Claudia Lee
Michael Wiebe	Shoko Nagai

Also Attending:

Eric Wredenhagen (Registrar/CEO)
Kate Parisotto (Director of Compliance)
Michele Gocolay (Legal Assistant)

1. CALL TO ORDER

The meeting was called to order at 1:19 pm.

2. ROLL CALL OF MEMBERS PRESENT

3. APPROVAL OF THIS AGENDA

Motion: To approve the agenda before the meeting. *Carried.*

4. APPROVAL OF PREVIOUS MINUTES

Motion: To approve the previous minutes as circulated before the meeting. *Carried.*

5. BOARD MEMBER DECLARATIONS OF BIAS/CONFLICTS OF INTEREST RE AGENDA ITEMS

None.

6. BUSINESS ARISING

6.1. 2017 Budget

Mr. Astudillo presented a report on the revised 2017 budget detailing the statement of operations, the statement of financial position, and the statement of cash flows.

6.1.1. D2L Expenditure

Mr. Wredenhagen briefly explained that certain budget categories were restructured to clarify the amount of the College's expenditure on D2L.

Motion: To approve the revised 2017 Budget as presented. **Carried.**

7. CHAIR REPORT

Ms. Ryan presented her report. She spoke about her recent attendance at the CNAR conference in Toronto.

8. REGISTRAR REPORT

Mr. Wredenhagen presented his report to the Board. He discussed the following:

- The Ministry of Health has approved the extension of the terms of three public representatives on the Board, namely: Perminder Tung, Marilynne Waithman and Nicholas Aubin.
- The College's second online course, on the topic of health care record-keeping, was launched last week.
- The College received positive feedback about its October newsletter.
- Amador Astudillo, Director of Corporate Services, has resigned.
- The College has hired two temporary staff members to assist with submission of CECs and registration renewal.
- Updates to the website are underway with Chris Wong, Communications Consultant, and Signals, our website administrator.
- Mr. Wredenhagen, Ms. Pawluk and Dr. Waithman recently attended a BCHR symposium.
- Mr. Wredenhagen, Annette Ruitenbeek, and Ms. Ryan recently attended CNAR.
- Mr. Wredenhagen recently spoke at a RMTABC course titled "Patient Therapist Interpersonal Communications: Defensive Best Practices", and answered questions relating to the role of the College.

9. NEW BUSINESS

9.1. CMTCA Report

Mr. Wredenhagen provided a brief update. He advised that the draft accreditation standards will be discussed at a meeting in Ontario in January 2017. The Registration Committee will present further information about the draft standards in its report to the Board.

9.2. New Registrant Database, Information Management System & Online Portal

Mr. Wredenhagen presented a brief update on the search for a new registrant database, information management system and online portal. He advised that College staff members are working with Chris Wong to develop an RFP. He advised that an amount has been budgeted for this in 2017. Data migration costs will be included in the projected cost of the total project.

9.3. First Nations Health Authority – Cultural Safety and Humility

Mr. Wredenhagen advised that, at a recent meeting of the B.C.H.R., regulatory colleges were asked to adopt a document titled "Cultural Safety and Humility: Key Drivers and Ideas for Change" and to commit to attending a public signing ceremony on March 1, 2017. It was discussed that very little information had been received about this matter to date, and that Mr.

Wredenhagen would obtain further information about what is proposed. Mr. Wredenhagen will provide a full report in the next meeting for further consideration. In the interim, the Board determined to approve a motion to agree in principle.

Motion: To agree in principle to the proposal as presented. **Carried.**

9.4. 2017 AGM Venue

Mr. Wredenhagen gave a report on potential venues for the AGM and the associated costs. The Board discussed whether to hire a parliamentarian for the 2017 AGM. Further information will be provided at the next meeting and further discussion will be had at a later date.

9.5. Committee Reports

9.5.1. Inquiry Committee Report

Ms. Pawluk presented her report. Her remarks included the following:

- 30 inquiry files have been opened to date in 2016 and 35 files have been closed,
- the current caseload consists of 24 files, and
- there is currently one application for review outstanding before the Health Professions Review Board.

9.5.2. Finance & Audit Committee Report

Mr. Astudillo presented the report on behalf of Mr. Crawford. The report included:

- the fiscal year-end forecast,
- a brief summary of the proposed change to the fiscal year-end,
- the Finance & Audit Committee's Reserve Policy project, and
- a review of the current liability coverage of the College.

The Board directed the Finance & Audit Committee to draft a Reserve Policy for approval by the Board.

Motion: To approve the proposed changes to the fiscal year-end as presented. **Carried.**

9.5.3. Registration Committee Report

Ms. Ryan presented her report. She advised that 283 examinees took the entry to practice exams and 60% were successful.

She advised that the Registration Committee recommended to the Board that the CMTCA draft accreditation standards be returned for further revision and be aligned with CMTBC's standards.

Motion: To approve the recommendation of the Registration Committee as presented. **Carried.**


Motion: Moved to accept all Committee reports as presented. **Carried.**

10. ADJOURNMENT

Motion: The meeting was adjourned at 3:49 pm. **Carried.**



Registrar



Chair